



**Office Assistant 3  
Forest Practice Division  
Recruitment # 2007-07-8145**

**- INTERNAL ONLY -**

**AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

<b>Job Classification:</b>	Office Assistant 3
<b>Type of Position:</b>	This is a non-permanent position is expected to last at least 23 months.
<b>Monthly Salary Range:</b>	\$2,053 – \$2,588 (3.2% COLA effective September 1,2007)
<b>Benefits Package:</b>	Health and dental insurance, retirement pension, vacation, sick leave and holidays
<b>Posting Date:</b>	July 2, 2007
<b>Closing Date:</b>	July 13, 2007
<b>Location:</b>	Olympia WA

**POSITION PROFILE**

This is a key project position that supports the Forest Practices Small Forest Landowner Office within the Forest Practices Division. Responsibilities include, but are not limited to, scheduling and attending meetings, drafting meeting notes, maintaining files; deed and offer letter distribution, preparing real estate excise tax affidavit forms, working with financial management in preparing finance documents, compiling and distributing final copy of the easement deed to the regions and records program, and maintaining SFLO Easement contracts. This position maintains data files for the Stewardship program cost-share projects.

**REQUIRED POSITION QUALIFICATIONS:**

- High school graduation or equivalent
- Two years clerical experience, general office and clerical duties
- One year of fiscal responsibility could be substituted for one year of clerical experience
- Ability to communicate effectively both orally and in writing
- Personal computer skills with an emphasis in using Word, Access, Internet and Outlook
- Correspondence and filing experience
- Highly accurate, attention to detail
- Earns the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions
- Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual regard
- Influences others within the organization to be excited, enthused, and committed to furthering the organization's objectives

### DESIRED POSITION QUALIFICATIONS:

- Experience working with contracts
- Adaptability with changing needs/ remaining flexible
- Experience dealing with a wide variety of people, providing public contact and customer service
- Results oriented
- Demonstrates an on-going commitment to learning and self-improvement
- Seeks and responds to opportunities to resolve problems, achieve goals, or otherwise advance the organization's business purpose. Takes action based on consideration of the likelihood of success and without fear of negative reaction if the ideas are not be generally accepted by others

### SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS:

This position works in the Natural Resources Building in Olympia; in the Forest Practices Division.

- Office work must be done at an open work station (i.e., "cubicle"); this work station is subject to background noise such as nearby conversations and "white noise" generated by the heating and air conditioning system.
- Normal work schedule will be Monday – Friday.
- Occasional travel will occur possibly overnight; vehicle will be available when needed.
- Must have a valid driver's license and have two years of driving experience.
- Must be at least 18 years of age at time of hire.

### WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

### APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your cover letter how you learned of this opportunity.
- A completed application – [www.dnr.wa.gov/jobs/stateapp.doc](http://www.dnr.wa.gov/jobs/stateapp.doc)
- An online voluntary [Applicant Profile Questionnaire](#).
- Finalist will be asked to provide a driving abstract issued from the state in which you are currently licensed.

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

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**Electronic method preferred**

[dnrrecruiting@wadnr.gov](mailto:dnrrecruiting@wadnr.gov)

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**OR other method**

Roberta Searles  
Department of Natural Resources  
PO BOX 47033  
Olympia, WA 98504-7033

**NOTE: Please indicate Office Assistant 3 and Recruitment #2007-07-8145 in the subject line of your e-mail.**

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Linda Heckel at 360-902-1399; [Linda.heckel@dnr.wa.gov](mailto:Linda.heckel@dnr.wa.gov) or e-mail us at [DNRrecruitment@dnr.wa.gov](mailto:DNRrecruitment@dnr.wa.gov).

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